

CONFIDENTIAL

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REPORTS INVENTORY						CONTROL NO.	
PREPARE IN DUPLICATE						See Above	
1. TITLE OF REPORT (if a fill-in report include Form No.)						2. TYPE OF REPORT	
Office Estimates Submission						<input checked="" type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		ADMIN. GENERAL	
		<input checked="" type="checkbox"/> LOGISTICS		<input type="checkbox"/> SECURITY		OTHER (specify)	
		<input type="checkbox"/> MEDICAL		<input type="checkbox"/> FINANCE			
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)		6. DISTRIBUTION (No. of components not number of copies)			
12		Annual		3			
7. FORMAT (memorandum, form computer print-out, etc)		8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT			
Forms and narrative		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		BOB, A-11			
10. PREPARING COMPONENT (include lowest level contributing information to report)				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			
Budget & Fiscal Branch, EO/OL				4 Feeder Reports: 1 - Obligation Status, 2 - Program Call, 3 - Position Control Register and 4 - FAN Data			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	=	COST PER YEAR
	It is estimated that the preparation of this report, including revisions for the Congressional Budget, analysis, review, etc., costs approximately 90.00 per page.	(670)					\$6,030.00
B. COSTS OF COMPUTER PRODUCED REPORTS							
Not Applicable							
TOTAL COSTS PER YEAR						\$6,030.00	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.							
Required by Office of Planning, Programming, and Budgeting as feeder data for preparation of Agency budget for transmission to Bureau of the Budget. Report started in approximately 1947.							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS	
<input type="checkbox"/> RETAIN AS IS <input checked="" type="checkbox"/> OTHER (explain) CHANGE Subject to determinations by OMB and O/PPB <input type="checkbox"/> DISCONTINUE						MAN-HOURS ---	
						DOLLARS ---	
16. DATE OF INVENTORY		17. NAME				18. EXTENSION	
17 Sept. 1970		Chief/B&FB/EO/OL					